

MINUTES OF MEETING OF HASKETON PARISH COUNCIL

HELD ON Thursday 8th March 2018
at 6.30pm in the Victory Hall, Hasketon, Suffolk.

Final Draft Minutes

Present: Councillors (Cllrs) A, McWhirter (Chairman), P Strugnell (Vice Chairman), S. Butters, P. Hunter, S Batley, P. Stafford, County Councillor(C.Cllr) Robin Vickery, David Keeble, (Hasketon Parish Clerk) and one member of the public, (MotP).

1. **Chairman A. McWhirter** opened the meeting at 6.30pm and welcomed all those present particularly the MotP in attendance. He reminded everyone of the usual health and safety matters and advised that the meeting could be recorded in any format should anyone present wish to do so.
2. **Apologies for Absence:** Apologies were received and accepted from Parish Councillor Iain Whyte. Apologies also received from District Councillor Colin Hedgley
3. **Declaration of Interests:** There were none declared
4. **Minutes from the Previous meeting:** The minutes of the previous meeting of the 11th January 2018 and the extraordinary meeting of the 8th February 2018 both previously circulated) were accepted and approved as a true record and initialled by the Chairman.
Proposed Cllr P. Strugnell
Seconded Cllr P. Hunter.
5. **Matters Arising from the Previous Minutes:** There were no matters arising from the minutes of the 11th January nor the 8th February meetings.
6. **Invitation for Members of the Public to Speak:** A query was raised regarding the 2016/17 Precept and Council Tax Grant. The Clerk did not have details to hand but would provide the relevant information to the resident as soon as possible.
Action - Clerk
Concern was also expressed regarding the recent adverse weather and snow clearance along some roads in the village, particularly Boulge Road. This is a County Council responsibility although local farmers are sometimes contracted to clear minor roads. Clerk will contact Highways to check situation in Hasketon.
Action - Clerk
The provision of Broadband service along Boulge Road was also raised. (see Agenda item 14.)
7. **Report from District Councillor:** D,Cllr was not present but his report had

been previously circulated and is attached.

8. **Report from County Councillor:** C.Cllr Robin Vickery provided a verbal report on the Suffolk County Council Budget for 2018/19. The general council tax for 2018/19 would increase by 2.99% although the national Social Care precept element would be ringfenced to provide for increases in Adult Social care. Cllr Vickery also commented on the proposed changes to home to school travel and the intended closure of Lowestoft records office both which are covered in his written report which is attached.

The Chairman asked for updates on the issue of speed restrictions and traffic calming measures on the B1079 which had been raised at a previous Parish Council meeting. Cllr Vickery reported that although he had visited the section of road in question with a member of the Highways team he was unable to report any intended action in the near future due to funding limitations. The Chairman expressed his disappointment on behalf of the Parish Council in relation to the lack of response by the County Council's Highways department and would write to C.Cllr Jane Storey (currently has responsibility for Highways) further regarding this matter.

Action; Chairman

C. Cllr Vickery left the meeting at this point (7pm)

9. **Finance:**

- i) Summary of Accounts to 27th February 2018 (previously circulated and attached). Clerk reported that due to the late receipt of the bank statements it had not been possible to post the accounts on the website with the agenda, although they had been circulated to Cllrs before the meeting. The Clerk reported that the savings account currently stood at £23505.29 and the current account at £2230.37.

It was resolved to accept and adopt the accounts subject to audit.

Proposed Cllr P. Strugnell

Seconded Cllr P. Hunter

- ii) Approval of Invoices and Transfer of funds.
Clerk Salary – January and February 2018 (2 x £147.94)
Clerk expenses - £28.32
SLCC (Society of Local Council Clerks) annual subscription – £72.00
SALC (Suffolk Association of Local Councils) Cllr training course
- £120.00

It was resolved that all these invoices be authorised for payment and £1000.00 be transferred from the Savings account to the current account.

Proposed; Cllr S. Batley

Seconded; Cllr S. Butters

Action; Clerk

- iii) 2018-19 Budget and Precept Setting. The Clerk reported that the Precept request had been duly submitted by the required date in accordance with decisions of the previous meeting.

- iv) Asset Register. The working party had met on the 18th January to consider the Asset register in response to the Qualified Issue from the 2016/17 external audit. The Clerk presented the revised asset register (attached) which had been revised in line with the guidance contained in the Governance and Accountability for Smaller Authorities (March 2017). It was resolved to adopt the asset register as revised.

Proposed Cllr P. Strugnell
Seconded Cllr P. Stafford

- v) Audit Arrangements 2017-18.

The Clerk is awaiting contact from the appointed external auditors and will then submit the Certificate of Exemption which hopefully will exempt the Parish Council from having to have an external audit. **Action; Clerk**

- vi) Personnel Matters.

- a) Working from Home Allowance.

The Chairman has been unable to resolve this matter to date.

Action; Chairman

- d) Clerk – Pension; Chairman confirmed that the formal requirements in relation to the Pension regulator had been complied with and he was now required to write formally to the Clerk in that respect.

Action; Chairman

10. Planning:

- i) Planning application DC/18/0427/FUL Retrospective application for change of use of land from agricultural to commercial use. Vehicle Surgeon Ltd, Grundisburgh road, Hasketon.

The application was duly considered and there being no objections it was resolved to recommend approval of this application.

Proposed; Cllr S. Batley
Seconded; Cllr P. Strugnell

The Clerk was instructed to respond to SCDC accordingly. **Action; Clerk**

- ii) Updates on previous applications.

- a) DC/18/0440/DRC – Riverside House , Riverside – permitted
b) DC/0157/FUL – Home Farm, Blacksmith Road – awaiting decision.
c) Bluntswood Cottage – DC/17/5068/FUL – refused
d) Shimmens Lot, Boulge Road – DC/17/4969/PN3 - refused

- iii) Reports on possible Planning Breaches.

- a) An alleged breach of planning rules in Boulge Road had been investigated by SCDC who will now write to the property concerned regarding this.
b) SCDC planning department advised the complaint of a possible breach of planning rules at the garage/car sales site is still under investigation.

11. Village Amenities and Events:

- i) Allotment issues; a) Cllr Butters stated there were no issues to report

- regarding the allotments.
- b) The Clerk advised that he had not yet contacted individuals on the waiting list to advise them that the Parish Council would no longer hold a waiting list as agreed at the previous meeting. **Action; Clerk**
- ii) Play Area issues. Cllr Whyte was not present so no report was available.
 b) Cllr Butters raised the issue the rota for the monthly checks on the play area. Clerk will consult with Cllr Whyte and advise. **Action; Clerk**
- iii) Tree Management. Clerk has not yet obtained further quotes for tree maintenance work. **Action; Clerk**
- iv) Bus Shelter issues. None reported
- v) Victory Hall issues. None reported
- vi) Village Litter Pick. Victory Hall is booked from 10am to 3pm on Sunday 8th April 2018. Clerk will collect bags etc from Suffolk Norse during preceding week. Cllr P Strugnell will hand out equipment at Victory Hall on day. **Action; Clerk**
- vii) Maintenance contracts – Quote has been received from Suffolk Norse. A schedule of work is required in order to obtain comparison quote. Clerk will contact Suffolk Norse in this respect. **Action; Clerk**

12. Emergency Planning:

Issue raised by Cllr P Stafford following recent spell of adverse weather and other recent problems with water supplies and gale damage and the potential impact on vulnerable people in the village. It was agreed to form a working party to progress this matter to report back next Parish Council meeting. Working Party comprising Cllr P Stafford, Cllr S Batley, Cllr S Butters and Cllr P. Hunter.

- 13. Annual Insurance Renewal:** Clerk advised he now had the names of two Companies who he would obtain quotations from. Point raised in relation to Asset Register and its relevance to Insurance quote . Clerk would check this with Insurance Companies **Action; Clerk**

- 14. Broadband:** Cllr Batley reported that the cabinet at Cats Hill (PCP31) was being brought forward and is on track for delivery in June 2018. There will be the need for a road closure in April 2018 to complete some of the work. The cabinet located at junction of Low road and Boulge road (PCP30) was surveyed too close to a ditch and requires another survey. Cllr Batley has requested information on the new survey date as this cabinet will serve the majority of the village and northern surround. The Parish Council has offered to assist with the provision of 'local knowledge' to speed up the process. A third cabinet on B1079 near Shrubbery Road junction is targeted for late 2018. **Action; Cllr S. Batley**

- 15. Highways:** The Chairman had previously raised the issue of speed controls on the B1079 with C.Cllr R. Vickery. (See Agenda item 8.)

C. Cllr Vickery had previously advised that funding was very limited due to the pressure of highway repairs at present, i.e. potholes.

16. **Training:** Cllr P. Stafford had now completed his Cllr training with SALC and reported it had been very good.
Clerk requested approval to attend a Book keeping, Annual Return, Audit and Precept training course on 29th March at SALC at a cost of £30.00 plus VAT.
It was resolved to approve this training. Proposed; Cllr P. Strugnell
Seconded; Cllr S. Butters

17. **Data Protection Legislation:** i) A GDPR 'toolkit' had been previously circulated to Cllrs. The Clerk commented that although this was a substantial document it seemed prudent for Cllrs to familiarise themselves with the 'Action Plan' section which provides a helpful timeline to the work necessary to comply with the requirements of GDPR. The legislation comes into force on the 25th May 2018 but Councils are required to show that they have commenced the process of compliance by that date not completed it.
ii) Clerk also drew attention to information sheet LO2-18 from NALC (National Association of Local Councils) (previously circulated) regarding the Reporting of Personal Data Breaches.
Clerk would circulate this information again. **Action; Clerk**

18. **Parish Council Documents/Archive:**
Further information regarding the old hand-written minutes book was provided by the previous Clerk regarding repairs to the document which she was willing to undertake at cost. Following further discussion it was resolved to approve expenditure of up to £200.00 for this work to be undertaken.
Proposed; Cllr P Strugnell
Seconded; Cllr S Batley
Action; Clerk
Work to sort through the accumulated Parish Council documents had been postponed in February but will be undertaken by the Clerk and the Chairman as soon as Possible.
Action; Chairman/ Clerk

19. **Correspondence:** Previously circulated and attached

20. **Date of next meeting:** Thursday 10th May 2018 at 6.00pm (Annual Meeting of the Parish) and 6.30pm (Annual Parish Council Meeting) in the Victory Hall, Hasketon.

Meeting closed at 8.25pm

Signed Alastair McWhirter, Chairman